

Debra Mary Nicholson-Bassham
890 32nd Ave, Apt 4; San Francisco, California 94121
415-463-5495 (landline) 415-604-8137 (cell)
debranicholsonbassham@gmail.com

WORK & LEADERSHIP EXPERIENCE

Ear Candle Productions-Creative-Analytical San Francisco, California/United States of America
Financial Director, Art Director, Training Consultant November 2004 – ongoing

- Produce GAAP Financial Statements /Sole Prop Tax Returns (Schedules C, E, SE, 4562,1040
- SOX Revenue Recognition for SAAS, GAAP Compliance training, Chart of Accounts reclassification
- Art Director- CD Art, Promotions at Ear Candle Productions <https://earcandleproductions.com>
- QuickBooks Certified User; Online/Desktop; Excel/CSV export/import data from bank
- Video Productions Portfolio <https://www.youtube.com/user/earcandleproductions> (Premiere Pro)
Shoot, Edit, Compress, upload to LMS, Websites, Youtube.com
- ADDIE Training Specialist, Instructional Design, Needs Assessments, Interviews
- Workforce Development -Training the Unemployed for Self Employment in Services Industry project (TUSESI) <https://earcandleproductions.com/tusesi/story.html>
- Design Document to TUSESI 100 pages <https://earcandleproductions.com/DD.pdf>

California Public Utilities Commission San Francisco, California/United States of America
Associate Government Public Analyst, HR Training Specialist L&D July 31, 2014 – May 20,2015

- Video Production of Regulatory All-Staff Training into Articulate Storyline platform for LMS
- Schedule Training events, process enrollments, manage training packages, certifications, renewals
- Assess, plan, design, develop professional development training curriculum in Articulate Storyline
- Enroll, track, and process Lynda.com and Articulate Online activity in Master Records

Nicholson Business Services-Analyst San Francisco, California/United States of America
Consultant, QuickBooks, GAAP Accounting, New Business Development May 1986 – April 2014

- Provide Full Charge GAAP Accounting for small businesses <https://nicholsonbusinessservices.com>
- Instrumental in setting up South Park Creative/Technology Industries with GAAP Financial Statements, timely Customer AR, Vendor AP, Local, State, Federal Mandatory Reporting
- Clients with over 2M in billings:
 - Seed Communications; Emeryville, CA
 - Anchor/Manager for husband/wife team: an international traveling film production crew for IBM, Hewlett Packard
 - Emergent Management Corp, San Francisco, CA
 - Anchor/Manager for brother/sister team: an international traveling change management team
 - The Conversation Group, San Francisco, CA
 - Anchor/Manager for international partnership of four: a Social Media Branding team

The Johns Hopkins University Baltimore, Maryland/ United States of America
Staff Accountant, Controller's Office Sept 1975 – May 1979

- Reconcile 24 Bank Accounts for all Department Budgets
- Enroll and manage Evening College registrants, and third party billings

- Reconciled 24 petty cash accounts for all JHU Departments
- Teamed with the Computer Department to design batching system to implement successful computerized tuition/payment processing
- Approved and processed travel/entertainment expense reports for faculty and staff.

Corner Theater Board Treasurer

Baltimore, Maryland/ United States of America

Treasurer, Fund Raiser, Actor-Director

August 1975 – May, 1979

- Promoted ticket sales, managed bank account, theater management, performer
- Created Fund Raising Event that included all local theater groups to present excerpts of upcoming shows, and raised awareness and money for each group

EDUCATION

Voice One- in process

San Francisco, California/United States of America

Mondays, 10am-1pm, Sept 19, 2018-Nov 26, 2018

- Coursework/Audio/Video Reel in development
- Voice Over: Radio/TV Commercials
- Narration, Podcasts, Audio Books
- Theater Improvisation

Robert Half Test Scores

San Francisco CA Nov 6, 2018

- Excel 2010 Skills Test passed 83%
- Word 2010 Skills Test passed 83%

Lynda.com

Virtual

Certifications of Completion

- Adobe Captivate 9 First Look June 21, 2016
- Planning a Career in User Experience July 29, 2016
- QuickBooks Payroll Essential Training Jan 30, 2017
- Word Press Themes: twenty Sixteen Feb 06, 2017
- Drupal Essential Training: 1 The Basics Sept 19, 2017

San Francisco State University

San Francisco, California/United States of America

Master of Arts in Education-Instructional Technologies

December 2015

- GPA: 3.87 / 4.0; Developed Business Start up Training including GAAP and Sole Prop Taxes
- Honors: Deans List; 21st Century Paradox: Training the Unemployed for Self Employment
- Relevant Coursework: Multimedia Instruction / Training in Organizations / Instructional Technology Design and Development-ADDIE, Web Design, Articulate Storyline 2, Adobe Photoshop, Premiere Pro, Master Collection, Captivate

City College of San Francisco

San Francisco, California/United States of America

Continuing Education-Accounting/Multimedia/Theater Arts

1993-2016

- GPA: 3.75 / 4.0;
- Honors: Deans List

- Relevant Coursework: Financial Accounting, Managerial Accounting, Auditing, Flash Authoring, DVD Authoring, Federal Tax, State Tax, Theater Improvisation

Bay Area Video Coalition San Francisco, California/United States of America
 Digital Directions (Adobe) Willie Brown Mayoral Scholarship 2004-2005
 Continuing Education- Adobe Creative Suite of 3-4 Day Workshops for both Web/Video Core

Golden Gate University San Francisco, California/United States of America
 Continuing Education-Accounting June 1985

- GPA: 3.0 / 4.0;
- Relevant Coursework: Business Law and Math for Managers

San Francisco State University San Francisco, California/United States of America
 Bachelor of Arts in Speech/Communication, Theater Arts, Education Technology Sept 1980-May 1984
 Post Graduate: CA Teaching Cred. ESL, English, Social Sciences, Humanities Sept 1986-1991

- GPA: 3.67 / 4.0; Arts, Sciences, Humanities and English
- Honors: Deans List
- Relevant Coursework: Human Biology, Chemistry, Ecology, Women & Words, Interpersonal Communication, Rhetoric & Comm. Theory, Comm. & Human Interaction, Sex Roles & Communication, Comm. Analysis-Organizations, Intercultural Comm.. Culture and Technology, Social Aspects of Human Sexuality, Form & Function-Spoken Word, Comm. & Social Process, Intracultural Communication, Ballet I, Piano, Thinking About Politics, Short Story/Poetry Writing

The Johns Hopkins University Baltimore, Maryland/United States of America
 Continuing Education Business Sept 1974-May 1979

- GPA: 2.3 / 4.0; Introduction to University Levels
- Relevant Coursework: Intro to Accounting, Intro to Social Anthropology, Principles of Management. Intro to Psychology, History of Philosophy, The Family, Expository Writing

SKILLS, ACTIVITIES & INTERESTS

Languages: Fluent in English; Conversational Proficiency in English

Technical Skills: Export Bank Data to Excel, convert to CSV (comma separated values for input to QKBKS. 10-Key calculator, PC-Windows 10, iMac-OS X Yosemite, Audio/Video Recording Equipment, iPad, iPhone, Cable-Router Set up, Install Software, ADDIE Developer, Internet, Projector

Certifications & Training: Lynda.Com MS Office, Certified QuickBooks User; Usability, Human Resources; AGPA Training Specialist- Curriculum Developer, GAAP Public Accountant (24 Accounting Credits, 20 years experience), Certified Massage Therapist, CA Drivers License

Activities: SF City College Continuing Education, Landmark Forum, Ear Candle Productions Video Production; The Granite Countertops Band, 24 Hour Gym, Walks, Movies, Social Media (FB, Twitter, LinkedIn, Google Scholar), Theater/Film (No Exit, Live Oak, Theater Artaud, Tucker- see Theater resume, Theater workshops, Voice Training

Interests: Reading, Writing, Communications; Ear Candle Radio, GAAP/Business Education, Health and Well Being, Dance, Video Production; Performance Arts; Learning and Development; Improvisation, Solar Energy, USA, Climate/Environmental Issues, Cooking (Judith Et-Hokins Workshop), Social Media

REFERENCES

ACCOUNTING REFERENCE LETTERS

2009-2011

https://nicholsonbusinessservices.com/TCG_Contract.pdf

https://nicholsonbusinessservices.com//The_Conversation_Group_Reference.pdf

2007-2008

<https://nicholsonbusinessservices.com/QBksCertification.jpg>

<https://nicholsonbusinessservices.com/StopAids.png>

2006

https://nicholsonbusinessservices.com/Treasure_Island_FAST_Team_Reference.pdf

https://nicholsonbusinessservices.com/Treasure_Island_FAST_Team_Reference2.pdf

1976-2008

https://nicholsonbusinessservices.com/Sun_Season_Products_Reference.pdf

https://nicholsonbusinessservices.com/Dr._Randall_Weil_Reference.pdf

https://nicholsonbusinessservices.com/Dan_Wang_Evergreen_Reference.pdf

https://nicholsonbusinessservices.com/JHU_Reference_Chuck_Wolfkill.pdf

https://nicholsonbusinessservices.com/JHU_Reference_Dale_Kirby.pdf

CREATIVE AND TRAINING AND DEVELOPMENT REFERENCES

Ear Candle Productions is my creative company, partnered with my husband. We provide a no cost, low cost, by donation website for local artists and musicians to publicize their works. This site, <https://earcandleproductions.com> also provides links to our online radio show, Ear Candle Radio, our music and our video products.

Ear Candle Productions Record Label on Bandcamp

<https://earcandleproductions.bandcamp.com>

Six Month Probationary Performance Reviews at CPUC to evidence my ability to be successfully employed as a Training Officer for the State of California

https://earcandleproductions.com/DNB_CPUC_Performance_Reviews.pdf

SECURITY RELEASE INFORMATION

Clear SSN, US Citizen, not a Veteran, No Disability, no Criminal History

Passed LiveScan - FBI/DOJ 2018

Passed Talent Burst Security Clearance 2015

WEBSITES

<https://earcandleproductions.com>

<https://nicholsonbusinessservices.com>

<https://noodlebrain.com>

MA Project: Ending Poverty through self-regulated esteem building education

21st Century Paradox: Training the Unemployed for Self-Employment in Services Industries

<https://earcandleproductions.com/tusesi/story.html>

21st Century Paradox: Design Document:

<https://earcandleproductions.com/DD.pdf>

101 Million Americans are unemployed or no longer counted

<https://www.bls.gov/news.release/empst.t01.htm>

LinkedIn: <https://www.linkedin.com/in/debra-nicholson-bassham-ma-ed-itec-3a895813/>

Fictitious Sample of Variance Analysis over 2-year period for Balance Sheet/Income Statement

F29 \sum Δ fx =SUM(B29-C29)									
	A	B	C	D	E	F	G	H	I
		Dec 31 2007	Dec 31 2006			Variance	% Increases and decreases		
27	Assets								
28	Current								
29	Cash	428,000.00	343,000.00	385,500.00		85,000.00	0.11025		
30	Marketable Securities	400,000.00	400,000.00	400,000.00		-			
31	Accounts Receivable	18,957,000.00	16,210,000.00	17,583,500.00		2,747,000.00	0.07811		
32	Other Receivables	945,000.00	915,000.00	930,000.00		30,000.00	0.01613		
33	Inventory	29,865,000.00	31,600,000.00	30,732,500.00		(1,735,000.00)	-0.02823		
34	Prepaid Expenses	432,000.00	427,000.00	429,500.00		5,000.00	0.00582		
35	Total Current Assets	51,027,000.00	49,895,000.00	50,461,000.00		1,132,000.00	0.01122		
36	Land	3,456,000.00	3,456,000.00	3,456,000.00		-			
37	Buildings	32,500,000.00	32,000,000.00	32,250,000.00		500,000.00	0.00775		
38	Fixed Assets	6,304,000.00	8,660,000.00	7,482,000.00		(2,356,000.00)	-0.15744		
39	Accum Depreciation	(31,920,000.00)	(33,220,000.00)	(32,570,000.00)		1,300,000.00	-0.01996		
40	LT Investments	-	-	-		-			
41	Other Assets	-	-	-		-			
42	Total Assets	61,367,000.00	60,791,000.00	61,079,000.00		576,000.00	0.00472		
43	Liabilities								
44	Current Liabilities								
45	Accounts Payable	4,720,000.00	4,432,000.00	4,576,000.00		288,000.00	0.03147		
46	Notes Payable	4,180,000.00	4,589,000.00	4,384,500.00		(409,000.00)	-0.04664		
47	Accrued PR	1,350,000.00	1,150,000.00	1,032,500.00		635,000.00	0.30751		
48	PR Taxes Payable	120,000.00	116,000.00	118,000.00		4,000.00	0.01695		
49	Interest Payable Current	1,025,000.00	1,025,000.00	1,037,500.00		25,000.00	0.01205		
50	Dividends Payable	500,000.00	475,000.00	487,500.00		25,000.00	0.02564		
51	Deferred Revenue	500,000.00	475,000.00	487,500.00		25,000.00	0.02564		
52	Other Current Liabilities	796,000.00	523,000.00	659,500.00		273,000.00	0.20697		
53	Total Current Liabilities	12,350,000.00	12,350,000.00	12,783,000.00		866,000.00	0.03387		
54	Long Term Notes Payable	24,120,000.00	26,520,000.00	25,320,000.00		(2,400,000.00)	-0.04739		
55	Deferred Income Tax	722,000.00	722,000.00	730,000.00		16,000.00	0.01096		
56	Other Long Term Payables	830,000.00	770,000.00	800,000.00		60,000.00	0.03750		
57	Total Liabilities	38,904,000.00	40,362,000.00	39,633,000.00		(1,458,000.00)	-0.01839		
58	Stockholders Equity	5,000,000.00	5,000,000.00	5,000,000.00		-			
59	Capital in excess of par or Contributions	4,500,000.00	4,500,000.00	4,500,000.00		-			
60	Draws	(750,000.00)	(750,000.00)	(750,000.00)		-			
61	Dividends	(250,000.00)	(250,000.00)	(250,000.00)		-			
62	Retained Earnings	13,963,000.00	11,929,000.00	12,946,000.00		2,034,000.00	0.07856		
63	Total Stockholders Equity	22,463,000.00	20,429,000.00	21,446,000.00		2,034,000.00	0.04742		
64	Total Liabilities & Stockholders Equity	61,367,000.00	60,791,000.00	61,079,000.00		576,000.00	0.00472		
65									
66	Revenue								
67	Sales	144,086,000.00	132,226,000.00	138,155,999.00		11,860,000.00	0.04292		
68	Returns/Allowances	(500,000.00)	(500,000.00)	(500,000.00)		-			
69	Discounts	(500,000.00)	(500,000.00)	(500,000.00)		-			
70	Net Sales	143,086,000.00	131,226,000.00	137,155,999.00		11,860,000.00	0.04324		
71	Cost of Goods Sold	103,241,000.00	94,876,000.00	99,058,500.00		8,365,000.00	0.04222		
72	Gross Profit	39,845,000.00	36,350,000.00	38,097,500.00		3,495,000.00	0.04587		
73	Selling Exp	12,000,000.00	10,000,000.00	11,000,000.00		2,000,000.00	0.09091		
74	Depreciation	400,000.00	481,000.00	440,500.00		(81,000.00)	-0.09194		
75	Admin Expenses	20,000,000.00	19,000,000.00	19,500,000.00		1,000,000.00	0.02564		
76	Payroll Expenses	75,000.00	175,000.00	125,000.00		(100,000.00)	-0.40000		
77	Total Operating Exp	32,475,000.00	29,656,000.00	31,065,500.00		2,819,000.00	0.04537		
78	Net Profit before Tax	7,370,000.00	6,694,000.00	7,032,000.00		676,000.00	0.04807		
79	Other Income and Expense								
80	Investing Activities								
81	Gain on Sale of Asset	720,000.00		360,000.00		720,000.00	1.00000		
82	Financing Activities								
83	Interest Expense	2,409,000.00	2,035,000.00	2,222,000.00		374,000.00	0.08416		
84	Total Other Income	(1,689,000.00)	(2,035,000.00)	(1,862,000.00)		346,000.00	-0.09291		
85	Earnings before Taxes	5,681,000.00	4,659,000.00	5,170,000.00		1,022,000.00	0.09884		
86	Provision for Income Taxes	3,834,000.00	3,194,000.00	3,564,000.00		282,000.00	0.08780		
87	Net Income	0.79	0.64	0.71		0.15	0.10382		
88	Earnings per Share (5,000,000 shares)								
89									
90									